



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

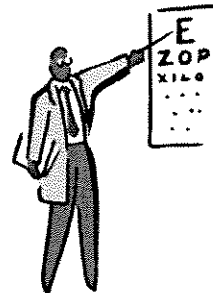
May 2006, No. 06-3

Kenneth Y. Nakamatsu, Director
Department of Human Resources

OPEN ENROLLMENT IS HERE!

Each year eligible employees have an opportunity to review their health care (medical, drug, dental, vision) and life insurance coverage and assess whether the coverage satisfactorily meets their needs. This period is called **OPEN ENROLLMENT**.

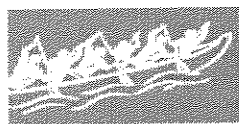
This year, the open enrollment period is **April 17, 2006 through May 19, 2006**. Eligible active employees should receive a "Health Benefit Brochure Supplement to 2005 Reference Guide for Active Employees" and a pre-completed Open Enrollment Form (form OE-1) that contains information that the EUTF (Employer Union Trust Fund) had available as of March 1, 2006. If you have made or submitted any changes since February 1, 2006, your changes may not be reflected on the OE-1 enrollment form. You may contact the EUTF at 586-7390 to verify any changes submitted after that date. Each employee is asked to review the information for accuracy and make any needed changes. You may cross out any information that should be deleted and legibly print any new information.



If you have no changes, you are done with open enrollment. You will be re-enrolled in the same plans and coverage that you currently have. However, you may wish to review the supplemental brochure for updated information (page 8 lists the new premium rates for plans effective July 1, 2006.) If you have changes, make the needed changes and return the signed OE-1 to your department's personnel office. ■

Premium Conversion Plan

During **Open Enrollment**, eligible employees are also given an opportunity to determine whether they want to continue, discontinue or begin their participation in the City's Premium Conversion Plan. Employees have been provided a pre-filled "**Annual Benefit Reelection Form**" to complete. Each eligible employee must complete the reelection form.




**Employees' Retirement
System of the State of
Hawaii**

www4.hawaii.gov/ers

Hybrid Plan Starts on July 1, 2006

If you elected to enroll in the Employees' Retirement System's Hybrid Plan, your **July 15, 2006** paycheck will show a deduction equal to 6% of your eligible pay (9.75% of your eligible pay if you are a sewer worker, emergency medical technician or water safety officer.) You may not stop or change the amount you are contributing to the Hybrid Plan.

Also, for any beneficiary or personal information that needs to be changed, please contact your departmental personnel office.

ING  **Are you
enrolled in the
Hybrid Plan? If you are, you
may want to evaluate your
deferral amount for deferred
compensation.
Call ING at 597-8213**

Deferred compensation is a program that allows you to defer a portion of your salary until you retire or leave the City. This is done automatically through payroll deduction.

If you enrolled in the *Employees' Retirement System Hybrid Plan*, you may want to evaluate your deferral amount before the July 1st payroll begins. **You must call ING at 597-8213 by July 1, 2006 to effectuate a change on your July 15th paycheck.**

Participation in the Hybrid Plan does not affect the maximum contribution for deferred contribution. The maximum contribution for deferred compensation is \$15,000 if you are under 50 years of age and \$20,000, if you are 50 years old and older.

Employees should call ING at 597-8213, the City's plan administrator directly if they want to change their salary reduction amount or start an account.

SICK LEAVE CREDITS ARE VALUABLE

Protect yourself from loss of income by saving your sick leave credits and using it only when it's really needed.

SAVE IT! Earned sick leave credits may be applied toward your pension credits when you retire!

Have you noticed your Employee ID Number?

You can find your employee ID number on the top left side of your paystub. All employees have been issued an employee ID number and this number is being used in lieu of your social security number. You may want to keep this number readily available. ■

Leave Sharing Program

The City's Leave Sharing Program allows employees to donate their accumulated vacation leave credits to another employee who has a serious illness or injury.



In December 1998, the City's Leave Sharing Program was amended to include leave to care for a family member suffering from a serious illness or injury. Family member is defined as an employee's parent, parent-in-law, spouse or child, or stepchild in a parent-child relationship with the employee; and who requires vigilant medical attention for at least 30 consecutive days. The child must be living with and a tax dependent of the employee. Parent means biological or adoptive.

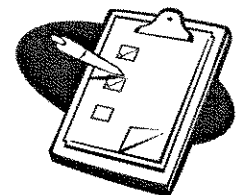
Contact your department personnel officer for more information. ■

PLANNING FOR A COMFORTABLE SECURE RETIREMENT SEMINAR

The Planning for a Comfortable Secure Retirement seminar (previously called "Successful Planning for Tomorrow" and "Mid-Career Seminar") is designed for employees who are **10 to 20 years away** from retirement. Among the topics covered are: defining your financial goals from your dreams, managing your cash flow and debt, and planning for a comfortable retirement by having enough income. Two seminars are scheduled. The dates are:

Friday, May 12, 2006

Friday, August 11, 2006



Contact your department training coordinator if you are interested in attending this seminar. (*Class sign-up for the August 11, 2006 session will be available after July 1, 2006.*)

GOT DIRECT DEPOSIT?



Do you have your paycheck directly deposited into your financial institution on payday? With direct deposit, whether you're on vacation, sick leave or traveling out of town, your pay will be deposited into your account.

Direct deposit is the safest, most convenient way to get your money into your checking or savings account. You will still receive a statement from the City and a monthly account statement from your financial institution. The City payroll office will honor direct deposit forms from any participating financial institution.

Direct deposit authorization forms are available via the City's intranet eforms under "BFS FORMS". Complete the form and submit it to your department's personnel office. If you do not have access to the City's intranet, contact your department personnel office for an authorization form.

(When you are on industrial leave and have exhausted your sick and vacation leaves, check with your supervisor or department personnel office regarding your paycheck.) ■

Department of Human Resources • Job Information Center • 650 South King Street, 10th Floor

Hours: 7:45 A.M. To 4:30 P.M. • 24-Hour Job Information Line: 523-4301

Visit our website at: www.honolulu.gov/hr